

Department of the Army
Headquarters, United States Army
Training and Doctrine Command
Fort Monroe, Virginia 23651-1047

TRADOC Regulation 5-14
C2

26 October 2009

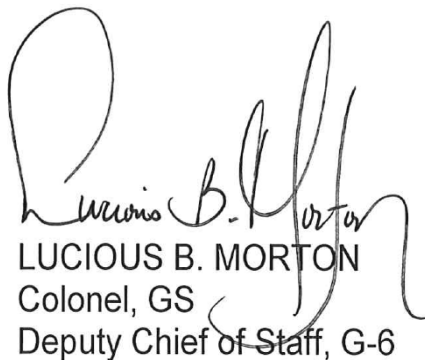
Management

Acquisition Management and Oversight

FOR THE COMMANDER:

OFFICIAL:

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Deputy Commanding General/
Chief of Staff



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Deputy Chief of Staff, G-6

History. This is an administrative change to United States Army Training and Doctrine Command (TRADOC) Regulation 5-14.

Summary. This regulation provides policy on management and oversight of the TRADOC acquisition process. The process is primarily concerned with validating and documenting contract requirements.

Applicability. This regulation applies to all elements of TRADOC. This regulation is effective the date published, with no provisions to grandfather ongoing contracts.

Proponent and exception to authority. The proponent of this regulation is Deputy Chief of Staff (DCS), G-8. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations.

Army management control process. This regulation contains management control provisions regarding the review and approval of TRADOC acquisitions, but does not contain checklists for conducting management control reviews.

Supplementation. Supplementation of this regulation is prohibited unless specifically approved by DCS, G-8 (ATRM-MDA) 5 North Gate Road, Fort Monroe, VA 23651-1047.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to DCS, G-8 (ATRM-MDA), 5 North Gate Road, Fort Monroe, VA 23651-1047.

Distribution. This regulation is available on the TRADOC homepage at <http://www.tradoc.army.mil/tpubs/regndx.htm>.

Summary of Change

TRADOC Regulation 5-14
Acquisition Management and Oversight

Change 2, dated 26 October 2009-

Updates TRADOC Form 5-14, dated April 2009, with the ASAMR&A Manpower and Reserve Affairs guidance prescribed on 10 July 2009. TRADOC Form 5-14 is located on the TRADOC Homepage at <http://www.tradoc.army.mil/tpubs/TRADOCForms/tf5-14-E.xfdl>.

(FOUO)

REQUEST FOR CONTRACT APPROVAL FOR SERVICE AND SUPPLY/PRODUCT CONTRACTS					
For use of this form, see TRADOC Regulation 5-14. The proponent is TRADOC, Deputy Chief of Staff, G-8 (ATRM-MDA). RCS ATRM-159 (R2)					
NAME OF ORGANIZATION:					
CODES:		UNIT IDENTIFICATION CODE:		ASN:	
CONTRACT TITLE:					
SECTION I: REQUIREMENT DESCRIPTION AND APPROVAL DECISIONS					
A. PURPOSE OF THE CONTRACT: (Include a description of which staff element or work center the contract supports.)					
B. COST ESTIMATES:		FY__	FY__	FY__	FY__
CHOOSE BASE AND/OR OPTION YEARS					
1. ESTIMATED LABOR COST		\$	\$	\$	\$
2. ESTIMATED SUPPLY/PRODUCT COST		\$	\$	\$	\$
3. ESTIMATED TRAVEL COST		\$	\$	\$	\$
4. ESTIMATED OTHER COSTS		\$	\$	\$	\$
5. ESTIMATED TOTAL COST		\$	\$	\$	\$
6. ESTIMATED CMEs					
7a. TOTAL CONTRACT COST (base plus all option years)		\$			
7b. ARE FUNDS AVAILABLE?			7c. WHAT IS THE SOURCE OF FUNDS?		
7d. IF PARTIALLY FUNDED, PROVIDE THE FUNDED AND SAF AMOUNTS. Funded: \$ SAF: \$					
7e. IF ARMY FUNDED, WHO PROVIDED THE FUNDS? EXPLAIN:					
8a. IS A CONTRACTING ACTIVITY OTHER THAN THE MISSION AND INSTALLATION CONTRACTING COMMAND PROPOSED (i.e., offload)?					
8b. IF YES, WHERE?				8c. ASSISTED ACQUISITION?	
8d. WILL THERE BE AN OFFLOAD/SERVICE/OTHER FEE?		IF YES, PROVIDE THE TOTAL COST OF THE FEE.			
		\$			
9. FINANCIAL CLASSIFICATION					
APPROPRIATION(S)	MDEP(s)	AMSCO(s)	FSC		
C. CONTRACT DETAILS					
1. IS THIS A SUPPLY/PRODUCT OR SERVICE CONTRACT?					
2. PROVIDE THE CONTRACT NUMBER, MIPR NUMBER, TASK ORDER NUMBER, OR DELIVERY ORDER NUMBER, IF KNOWN.					
CONTRACT #		MIPR #		DELIVERY ORDER # OR TASK ORDER #	
3. REPORTING AND ACQUISITION DECISION (RAD) APPROVAL NUMBER					
4. CONTRACT TYPE					
5a. HAS THIS FUNCTION BEEN CONTRACTED WITHIN THE ORGANIZATION IN THE LAST 10 YEARS?		5b. IF "YES," HOW LONG HAS THE FUNCTION BEEN CONTRACTED?		5c. PROVIDE PROPOSED TOTAL LENGTH OF THE CURRENT CONTRACT.	
6. WHAT OPTION YEAR OF THE CONTRACT IS BEING EXERCISED?					
7a. LIST WORK CENTER TDA PARAGRAPH NUMBER:			7b. LIST WORK CENTER		
8. WHAT IS THE PERIOD OF PERFORMANCE? START DATE (YYYYMMDD)			END DATE (YYYYMMDD)		
9. CONTRACT AWARD NEEDED BY:					

NAME OF ORGANIZATION:												
CONTRACT TITLE:												
SECTION I: REQUIREMENT DESCRIPTION AND APPROVAL DECISIONS (cont.)												
D. JUSTIFICATION FOR CONTRACT:												
1. WHAT TRADOC PRIORITY DOES THIS CONTRACT SUPPORT?												
2. WHAT TRADOC CORE FUNCTIONAL AREA DOES THIS CONTRACT SUPPORT?												
3. IS THIS MISSION MANDATED BY REGULATION, DIRECTED BY HIGHER HQ, ETC? EXPLAIN.												
4. WHAT IS THE OPERATIONAL IMPACT IF THIS CONTRACT IS NOT AWARDED?												
5. COMMENTS												
E. WORKSHEETS PREPARED BY/ORGANIZATION POC		PHONE										
NAME AND E-MAIL	SIGNATURE	DATE (YYYYMMDD)										
F. CONTRACTING OFFICER'S REPRESENTATIVE												
NAME	E-MAIL	PHONE										
G. ENDORSEMENT												
NAME, RANK, POSITION ENDORSED	SIGNATURE	DATE (YYYYMMDD)										
H. RESOURCE MANAGER RECOMMENDATION												
NAME, RANK, POSITION <input type="checkbox"/> CONCUR <input type="checkbox"/> NONCONCUR	SIGNATURE	DATE (YYYYMMDD)										
I. CERTIFICATION (Service contracts only)												
<p>I certify that:</p> <p>1) This requirement does not include inherently governmental functions;</p> <p>2) This requirement does not include unauthorized personal services either in the way the work statement is written or in the way the contract operates;</p> <p>3) In the case of work closely associated with inherently governmental functions or non-competitive contracts, special consideration has been given to using federal government employees; and</p> <p>4) This contract (check "Yes" or "No"):</p> <div style="display: flex; justify-content: space-between;"> <div> <p>a) Has been reported in the Contractor Manpower Reporting Application (CMRA);</p> <p>b) Has not been reported in CMRA, an explanation is enclosed; or</p> <p>c) The CMRA reporting requirement has been included in the work statement for this new requirement.</p> </div> <div style="text-align: right;"> <table style="border: none;"> <tr> <th style="text-align: left;">YES</th> <th style="text-align: left;">NO</th> </tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </table> </div> </div> <p>5) The requirement has been validated (check "Yes" or "No"): For example, the requirement has been documented, it has an approved concept plan and a manpower survey has been done, or has been validated by other accepted techniques;</p> <p>6) Sufficiently trained and experienced officials are available within the agency to manage and oversee the contract administration function (check "Yes" or "No").</p>			YES	NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
YES	NO											
<input type="checkbox"/>	<input type="checkbox"/>											
<input type="checkbox"/>	<input type="checkbox"/>											
<input type="checkbox"/>	<input type="checkbox"/>											
<input type="checkbox"/>	<input type="checkbox"/>											
NAME, RANK, POSITION CERTIFIED	SIGNATURE	DATE (YYYYMMDD)										
J. APPROVAL (All contracts)												
NAME, RANK, POSITION APPROVED	SIGNATURE	DATE (YYYYMMDD)										

REQUEST FOR CONTRACT APPROVAL FOR SERVICE AND SUPPLY/PRODUCT CONTRACTS (cont.)		
SECTION II: GOVERNMENT WORKSHEETS (These worksheets must be included as part of the request for services contract approval form when contracting a function is being contemplated and before exercising an option.)		
Part A: Worksheet A - INHERENTLY GOVERNMENTAL		
The following functions constitute inherently governmental functions and may not legally be contracted. See the FAIR Act (31 United States Code Section 501), the Federal Acquisition Regulation (FAR) Part 7.5, and Department of Defense Instruction (DoDI) 1100.22, Guidance for Determining Workforce Mix. If the services to be contracted involve any of the following, then the function must be performed in-house by federal government employees.		
INHERENTLY GOVERNMENTAL	YES	NO
Answer "YES" or "NO" to the functions below that apply based on the work statement or the way the contract is performed. Any "YES" response to a function below must be performed in-house and cannot be contracted.		
Does the function:		
1. Involve contractors providing legal advice and interpretations of regulations and statutes to Government officials?	<input type="checkbox"/>	<input type="checkbox"/>
2. Involve the direct conduct of criminal investigations?	<input type="checkbox"/>	<input type="checkbox"/>
3. Involve the control of prosecutions and performance of adjudicatory functions other than those relating to arbitration or other methods of alternative dispute resolution?	<input type="checkbox"/>	<input type="checkbox"/>
4. Involve the command of military forces, especially the leadership of military personnel who are members of the combat, combat support, or combat service support role?	<input type="checkbox"/>	<input type="checkbox"/>
5. Involve the conduct of foreign relations and the determination of foreign policy?	<input type="checkbox"/>	<input type="checkbox"/>
6. Involve the determination of agency policy, such as determining the content and application of regulations, among other things?	<input type="checkbox"/>	<input type="checkbox"/>
7. Involve the determination of Federal program priorities for budget requests?	<input type="checkbox"/>	<input type="checkbox"/>
8. Involve the direction and control of Federal employees?	<input type="checkbox"/>	<input type="checkbox"/>
9. Involve the direction and control of intelligence and counter-intelligence operations?	<input type="checkbox"/>	<input type="checkbox"/>
10. Involve the selection or non-selection of individuals for Federal Government employment, including the interviewing of individuals for employment?	<input type="checkbox"/>	<input type="checkbox"/>
11. Involve the approval of position descriptions and performance standards for Federal employees?	<input type="checkbox"/>	<input type="checkbox"/>
12. Involve the determination of what Government property is to be disposed of and on what terms (although an agency may give contractors authority to dispose of property at prices within specified ranges and subject to other reasonable conditions deemed appropriate by the agency)?	<input type="checkbox"/>	<input type="checkbox"/>
13. Involve:		
13a. Determining what supplies or services are to be acquired by the Government (although an agency may give contractors authority to acquire supplies at prices within specified ranges and subject to other reasonable conditions deemed appropriate by the agency);	<input type="checkbox"/>	<input type="checkbox"/>
13b. Participating as a voting member on any source selection boards;	<input type="checkbox"/>	<input type="checkbox"/>
13c. Approving any contractual documents, to include documents defining requirements, incentive plans, and evaluation criteria;	<input type="checkbox"/>	<input type="checkbox"/>
13d. Awarding contracts;	<input type="checkbox"/>	<input type="checkbox"/>
13e. Administering contracts (including ordering changes in contract performance or contract quantities, taking action based on evaluations of contractor performance, and accepting or rejecting contractor products or services);	<input type="checkbox"/>	<input type="checkbox"/>
13f. Terminating contracts;	<input type="checkbox"/>	<input type="checkbox"/>
13g. Determining whether contract costs are reasonable, allocable, and allowable; and	<input type="checkbox"/>	<input type="checkbox"/>
13h. Participating as a voting member on performance evaluation boards.	<input type="checkbox"/>	<input type="checkbox"/>
14. Involve the approval of agency responses to Freedom of Information Act requests (other than routine responses that, because of statute, regulation, or agency policy, do not require the exercise of judgment in determining whether documents are to be released or withheld), and the approval of agency response to the administrative appeals of denials of Freedom of Information Act requests?	<input type="checkbox"/>	<input type="checkbox"/>
15. Involve the conduct of administrative hearings to determine the eligibility of any person for a security clearance, or involving actions that affect matters of personal reputation or eligibility to participate in Government programs?	<input type="checkbox"/>	<input type="checkbox"/>
16. Involve the approval of Federal licensing actions and inspections?	<input type="checkbox"/>	<input type="checkbox"/>
17. Involve the determination of budget policy, guidance, and strategy?	<input type="checkbox"/>	<input type="checkbox"/>
18. Involve the collection, control, and disbursement of fees, royalties, duties, fines, taxes, and other public funds, unless authorized by statute, such as 31 U.S.C. 952 (relating to private collection contractors) and 31 U.S.C. 3718 (relating to private attorney collection services), but not including:	<input type="checkbox"/>	<input type="checkbox"/>
18a. Collection of fees, fines, penalties, costs, or other charges from visitors to, or patrons of, mess halls, post or base exchange concessions, national parks, and similar entities or activities, or from other persons, where the amount to be collected is easily calculated or predetermined and the funds collected can be easily controlled using standard case management techniques; and	<input type="checkbox"/>	<input type="checkbox"/>
18b. Routine voucher and invoice examination.	<input type="checkbox"/>	<input type="checkbox"/>
19. Involve the control of the treasury accounts?	<input type="checkbox"/>	<input type="checkbox"/>
20. Involve the administration of public trusts?	<input type="checkbox"/>	<input type="checkbox"/>
21. Involve the drafting of Congressional testimony, responses to Congressional correspondence, or agency responses to audit reports from the Inspector General, the Government Accountability Office, or other Federal audit entity?	<input type="checkbox"/>	<input type="checkbox"/>

REQUEST FOR CONTRACT APPROVAL FOR SERVICE AND SUPPLY/PRODUCT CONTRACTS (cont.)		
SECTION II: GOVERNMENT WORKSHEETS		
Part A: Worksheet A - INHERENTLY GOVERNMENTAL (cont.)	YES	NO
22. Require the exercise of discretion in applying Federal Government Authority?	<input type="checkbox"/>	<input type="checkbox"/>
23. Require the making of value judgments in making decisions for the Federal Government?	<input type="checkbox"/>	<input type="checkbox"/>
24. Require making judgments relating to monetary transactions and entitlements?	<input type="checkbox"/>	<input type="checkbox"/>
25. Involve the interpretation and execution of the laws of the United States so as to bind the United States to take or not take some action by contract, policy, regulation, authorization, order, or otherwise?	<input type="checkbox"/>	<input type="checkbox"/>
26. Involve the interpretation and execution of the laws of the United States to determine, protect, and advance the United States economic, political, territorial, personal or other interests by military or diplomatic action, civil or criminal judicial proceedings, contract management, or otherwise?	<input type="checkbox"/>	<input type="checkbox"/>
27. Involve the interpretation and execution of the laws of the United States to significantly affect the life, liberty, or property of private persons?	<input type="checkbox"/>	<input type="checkbox"/>
28. Involve the interpretation and execution of the laws of the United States to commission, appoint, direct, or control officers or employees of the United States?	<input type="checkbox"/>	<input type="checkbox"/>
29. Involve the interpretation and execution of the laws of the United States to exert ultimate control over the acquisition, use, or disposition of the property, real or personal, tangible or intangible, of the United States, including the collection, control, or disbursement of appropriated and other Federal funds?	<input type="checkbox"/>	<input type="checkbox"/>
Part B: Worksheet B - CLOSELY ASSOCIATED WITH INHERENTLY GOVERNMENTAL		
<p>The following kinds of services (items 1-22) are defined as "closely associated with inherently governmental functions," in 10 U.S.C. 2383(b)(3) and pursuant to 10 U.S.C. 2463, special consideration must be given to insourcing contracts performing the functions listed below.</p> <p>Special consideration must be given to using government employees in lieu of contractors if the answer is "no" to questions 23, 24, or 25. Pursuant to 10 U.S.C. 2330a(e) we must in-source work closely associated with inherently governmental functions "to the maximum extent practicable."</p>		
<p align="center">CLOSELY ASSOCIATED WITH INHERENTLY GOVERNMENTAL</p> <p align="right">YES NO</p>		
<p>Answer "YES" or "NO" to any functions below that apply based on the work statement or the way the contract is performed. (The list below is not comprehensive, as it excludes examples from the FAIR Act and DoDI 1100.22).</p> <p>Does the performance involve:</p>		
1. Services that involve or relate to budget preparation, including workload modeling, fact finding, efficiency studies, and should-cost analyses, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
2. Services that involve or relate to reorganization and planning activities?	<input type="checkbox"/>	<input type="checkbox"/>
3. Services that involve or relate to analyses, feasibility studies, and strategy options to be used by agency personnel in developing policy?	<input type="checkbox"/>	<input type="checkbox"/>
4. Services that involve or relate to the development of regulations?	<input type="checkbox"/>	<input type="checkbox"/>
5. Services that involve or relate to the evaluation of another contractor's performance?	<input type="checkbox"/>	<input type="checkbox"/>
6. Services in support of acquisition planning.	<input type="checkbox"/>	<input type="checkbox"/>
7. Contractors providing assistance in contract management (such as where the contractor might influence official evaluations of other contractors)?	<input type="checkbox"/>	<input type="checkbox"/>
8. Contractors providing technical evaluation of contract proposals?	<input type="checkbox"/>	<input type="checkbox"/>
9. Contractors providing assistance in the development of statements of work?	<input type="checkbox"/>	<input type="checkbox"/>
10. Contractors providing support in preparing responses to Freedom of Information Act requests?	<input type="checkbox"/>	<input type="checkbox"/>
11. Contractors working in any situation that permits or might permit them to gain access to confidential business information and/or any other sensitive information (other than situations covered by the National Industrial Security Program described in 4.402 (b))?	<input type="checkbox"/>	<input type="checkbox"/>
12. Contractors providing information regarding agency policies or regulations, such as attending conferences on behalf of an agency, conducting community relations campaigns, or conducting agency training courses?	<input type="checkbox"/>	<input type="checkbox"/>
13. Contractors participating in any situation where it might be assumed that they are agency employees or representatives?	<input type="checkbox"/>	<input type="checkbox"/>
14. Contractors participating as technical advisors to a source selection board or participating as voting or nonvoting members of a source evaluation board?	<input type="checkbox"/>	<input type="checkbox"/>
15. Contractors serving as arbitrators or providing alternative methods of dispute resolution?	<input type="checkbox"/>	<input type="checkbox"/>
16. Contractors constructing buildings or structures intended to be secure from electronic eavesdropping or other penetration by foreign governments?	<input type="checkbox"/>	<input type="checkbox"/>
17. Contractors providing inspection services?	<input type="checkbox"/>	<input type="checkbox"/>
18. Contractors providing special non-law enforcement, security activities that do not directly involve criminal investigations, such as prisoner detention or transport and non-military national security details? However, the direction and control of confinement facilities in areas of operations is inherently governmental?	<input type="checkbox"/>	<input type="checkbox"/>
19. Private security contractor in operational environment overseas?	<input type="checkbox"/>	<input type="checkbox"/>
20. Contract interrogators?	<input type="checkbox"/>	<input type="checkbox"/>
21. Contractor provided combat and security training?	<input type="checkbox"/>	<input type="checkbox"/>
22. Contract logistics support required for weapon systems which deploy with operational units?	<input type="checkbox"/>	<input type="checkbox"/>

REQUEST FOR CONTRACT APPROVAL FOR SERVICE AND SUPPLY/PRODUCT CONTRACTS (cont.)		
SECTION II: GOVERNMENT WORKSHEETS (cont.)		
Part B: Worksheet B - CLOSELY ASSOCIATED WITH INHERENTLY GOVERNMENTAL (cont.)	YES	NO
23. Is there sufficient organic government expertise to oversee contractor performance of the contract?	<input type="checkbox"/>	<input type="checkbox"/>
24. Are there sufficient control mechanisms and sufficient numbers of military and civilian employees to ensure that contractors are not performing inherently governmental functions?	<input type="checkbox"/>	<input type="checkbox"/>
25. Is there a sufficient number of contracting officer's representatives appointed to ensure oversight of contract performance?	<input type="checkbox"/>	<input type="checkbox"/>
Part C: Worksheet C - PERSONAL SERVICES		
<p>Pursuant to FAR Part 37.104, a personal services contract is characterized by "the employer-employee relationship it creates between the Government and the contractor's personnel. The Government is normally required to obtain its employees by direct hire under competitive appointment or other procedures required by the Civil Service laws. Obtaining personal services by contract rather than by direct hire under competitive appointment, circumvents those laws unless Congress has specifically authorized acquisition of those services." If the contract, by its written terms or in the way it is actually performed, involves any of the following elements, modify the contract or perform it to avoid creating an employer-employee relationship. (Adapted from FAR Part 37.104 (d).)</p>		
PERSONAL SERVICES	YES	NO
1. The contractor personnel are subject to relatively continuous supervision and control of a governmental officer.	<input type="checkbox"/>	<input type="checkbox"/>
2. Contractor is performing on a government site.	<input type="checkbox"/>	<input type="checkbox"/>
3. Principal tools and equipment are furnished by the government.	<input type="checkbox"/>	<input type="checkbox"/>
4. Services are applied directly to the integral effort of agencies or an organizational subpart in furtherance of assigned function or mission.	<input type="checkbox"/>	<input type="checkbox"/>
5. The need for the service provided can reasonably be expected to last beyond one year.	<input type="checkbox"/>	<input type="checkbox"/>
6. The inherent nature of the service, or the manner in which it is provided, reasonably require (directly or indirectly), Government direction or supervision of contractor employees in order to:	<input type="checkbox"/>	<input type="checkbox"/>
6a. Adequately protect the Government's interest;	<input type="checkbox"/>	<input type="checkbox"/>
6b. Retain control of the function involved; or	<input type="checkbox"/>	<input type="checkbox"/>
6c. Retain full responsibility for the function supported in a duly authorized Federal officer or employee.	<input type="checkbox"/>	<input type="checkbox"/>
<p>Specific statutory authority for personal services is provided in 10 United States Code §129b for:</p> <ul style="list-style-type: none"> * Experts or consultants where the services cannot be adequately provided by the Department; In general, the authority to procure personal services for experts and consultants pursuant to 10 United States Code §129b requires the approval of the ASA(AL&T) unless the services being acquired are covered by the delegation of authority covered in AFARS Sub Part 5137-104-90-2 (for example, stenographic reporting, stage, motion picture or television productions or legal services outside the United States). In all cases, additional procedures required by AFARS Part 5137.104-90 must be followed with appropriate approval authority. * Direct support of a defense intelligence component or counter-intelligence organization of the Department of Defense outside the United States where the services are urgent or unique and cannot be practically obtained within the Department; Pursuant to DFARS SubPart 237.104(b)(iii)(A), the head of a contracting activity must provide written approval. * Direct support of mission of special operations command where the services are urgent or unique and cannot be practically obtained within the Department; Pursuant to DFARS SubPart 237.104(b)(iii)(A), the head of a contracting activity must provide written approval. * Services provided by individuals outside the U.S. regardless of their nationality; Pursuant to DFARS SubPart 237.104(b)(iii)(A), the head of a contracting agency must provide written approval. * Or 10 United States Code §1091 for carrying out health care responsibilities in medical treatment facilities of the Department of Defense. DODI 6025.5 limits this exception to health care personnel who participate in clinical patient care and does not include personnel whose duties are primarily administrative or clerical, nor personnel who provide maintenance or security services. 		
Part D: Worksheet D - INSOURCING CONSIDERATION AND REPORTING	YES	NO
1. Has insourcing been considered?	<input type="checkbox"/>	<input type="checkbox"/>
Special consideration should be given to the following situations:		
1a. The function was performed by Department of Defense civilian employees since January 1998.	<input type="checkbox"/>	<input type="checkbox"/>
1b. The function is closely associated with the performance of an inherently governmental function. (See part B, worksheet B.)	<input type="checkbox"/>	<input type="checkbox"/>
1c. The function is performed pursuant to a contract awarded on a non-competitive basis.	<input type="checkbox"/>	<input type="checkbox"/>
1d. The contracting officer has determined that the contract has been performed poorly because of excessive costs or inferior quality.	<input type="checkbox"/>	<input type="checkbox"/>
2. Has the contract been accurately reported in the Contractor Manpower Reporting Application (https://cmra.army.mil/) pursuant to Secretary of the Army policy? For new requirements, has the Contractor Manpower Reporting Application (CMRA) requirement been included in the work statement? CMRA reporting pursuant to Secretary of the Army policy is being used by Department of the Army to comply with most of the reporting required by the National Defense Authorization Act for FY 2008, Section 807.	<input type="checkbox"/>	<input type="checkbox"/>
3. Has the contract requirement been documented on the table of distribution and allowances?	<input type="checkbox"/>	<input type="checkbox"/>
4. Has a concept plan for the contract requirement been approved?	<input type="checkbox"/>	<input type="checkbox"/>

REQUEST FOR CONTRACT APPROVAL FOR SERVICE AND SUPPLY/PRODUCT CONTRACTS (cont.)

SECTION II: GOVERNMENT WORKSHEETS (cont.)

Part E: Worksheet E - EXPLANATION OF ANSWERS

Provide explanations, as required, for worksheets A through D.

Instructions

Name of organization: Select the school, activity, staff section, or parent organization from the dropdown list.

Unit identification code: Enter the unit identification code.

Allotment serial number: Enter the allotment serial number (ASN).

Contract title: Enter a brief, but unique, contract title.

Section 1 - Requirement Description and Approval Decisions

A. Purpose of the Contract:

Briefly describe the purpose of the contract. Include a description of what staff element or work center the contract supports.

B. Cost Estimates:

Identify the fiscal year(s) (FY) that will be covered by the contract from the dropdown list.

Choose base and/or option year: Use the dropdown list to indicate the base year and number of option years the contract covers. If the contract is neither select "N/A."

B1. Estimated cost of labor: Enter the total estimated labor costs for each FY for the entire period of performance in which funding is being requested.

B2. Estimated supply/product cost: Enter the total estimated supply/product cost for each FY for the entire period of performance in which funding is being requested.

B3. Estimated travel cost: Enter the total estimated travel costs for each FY for the entire period of performance in which funding is being requested.

B4. Estimated other costs: Enter the total estimated other costs (including offload/service fees) for each FY for the entire period of performance in which funding is being requested.

B5. Estimated total cost: This field will automatically total rows B1 through B4 for each FY.

B6. Estimated CMEs: Enter the total estimated contract manyear equivalents (CMEs) for each FY. One CME is equivalent to 2080 hours. The formula to calculate the number of CMEs is as follows. The total direct labor hours divided by 2080 equals the number of CMEs.

B7a. Total contract cost (base plus all option years): The form will automatically total row B7a.

B7b. Are funds available? Select "Yes" or "No" from the dropdown list.

B7c. What is the source of funds? Select the source of funds from the dropdown list. Externally Funded (DOD) = any DOD agency outside of the Army; Externally Funded (Non-DOD) = any agency outside of DOD. If the funding source is not in the list or requires additional explanation, use the "See comments in D5" option and provide a brief explanation in the D5 Comments field. If additional documentation is required, use "See attached" and provide the required documentation with this form.

B7d. If partially funded, provide the funded and SAF amounts. If the contract is partially funded, provide the exact dollar amount that is funded and the exact dollar amount that will be subject to the availability of funds (SAF).

B7e. If Army funded, who provided the funds? Explain: If the contract is Army funded, provide the name of the organization providing the funds and provide a brief explanation as to why the organization is providing funding.

B8a. Is a contracting activity other than Mission and Installation Contracting Command proposed? Choose "Yes" or "No" from the dropdown list.

B8b. If yes, where? Provide the name of the contracting agency that will execute the contract.

B8c. Assisted acquisition? An assisted acquisition is a contract awarded, or a task or delivery order placed, on behalf of DOD by a non-DOD agency. Choose "Yes" or "No" from the dropdown list.

B8d. Will there be an offload/service fee? If yes, provide the total cost of the fee. If there is an associated fee to offload the contract, provide either the dollar amount of the fee charged by the contracting agency. Fees should also be included in B4.

B9. Financial classification: Enter the appropriation(s), MDEPs, AMSCO(s) and APC(s). Select the appropriate FSC from the dropdown list.

C. Contract Details:

C1. Is this a supply/product or service contract? Select from dropdown list.

C2. Provide the contract number, MIPR number, task order number, or delivery order number, if known. If known, provide the contract number, MIPR number, task order number or delivery order number. If unknown at this time, leave blank.

C3. Reporting and acquisition decision (RAD) approval number. Provide the RAD approval number for IT contracts/purchases. See TRADOC Regulation 25-1 for specific guidance on RAD requirements.

C4. Contract type: Select the type of contract from the dropdown list.

C5a. Has this function ever been contracted before within the organization? Select "Yes" or "No" from the dropdown list.

C5b. If "Yes" how long has the function been contracted? If C5a is "Yes," provide the length of time the function has been contracted.

C5c. What is the proposed total length of the current contract? Provide the proposed length of the contract.

C6. What option year of the contract is being exercised? Select the option year being exercised from the dropdown list. If this action is not for an option year, select "N/A."

C7a. What is the work center TDA paragraph number? For enduring requirements for service contracts, provide the work center TDA paragraph number where the contractors perform their duties.

C7b. Name the work center. Name the staff element or work center the contract supports.

C8. What is the period of performance (start/end date)? Enter the estimated start and end dates for the contract's period of performance.

C9. Contract award needed by: Enter the date you need the approvals returned to obtain the contract award on-time.

D. Justification for contract, provide the following information:

D1. What TRADOC priority does this contract support? Choose from the dropdown list the TRADOC priority that best fits the contract.

D2. What TRADOC core functional area does this contract support? Choose from the dropdown list the core functional area that best fits.

D3. Is this mission mandated by regulation, directed by higher HQ, etc? Explain. If this mission is mandated by regulation or directed by a higher HQ, provide either a reference in the associated regulation or a brief explanation of the directing guidance.

D4. What is the operational impact if this contract is not awarded? Provide a brief explanation outlining the impact to TRADOC if this requirement is not funded.

D5. Comments: Provide any additional information that may help clarify any portion of this action.

E. Worksheet prepared by/Organization POC:

Provide the typed name, e-mail address, and phone number of the individual who prepared the certification worksheets and that will serve as the requiring activity's point of contact. Digitally sign and date.

F. Contracting Officer's Representative:

Provide the typed name, e-mail address, and phone number of the contracting officer's representative.

G. Endorsement:

The endorser must select either "Yes" or "No" in the endorsement box. Signature block must contain the typed name, rank, and position title. The designated accountable GO/SES authorizes the grade level of endorsement.

H. Resource Manager Recommendation:

The resource manager needs to select either the "concur" or "nonconcur" check box. Signature block must contain the typed name, rank, and position title.

Instructions (cont.)

I. Certification (Services only):

Certifying official (designated accountable GO/SES) must select either "Yes" or "No" in the certification box. Certification signature blocks must contain the typed name, rank, and position title. *Note: The certification official must be the organization's designated accountable GO/SES. The designated accountable GO/SES certifies that:

- The contract does not contain inherently governmental functions (all "No" answers in section II, part A);
- The contract does not contain services that are closely associated with inherently governmental functions (all "No" answers in section II, part B unless an explanation of how the risk will be mitigated is provided);
- The contract does not contain unauthorized personal services (all "No" answers in section II, part C unless an explanation of how the risk will be mitigated is provided); whether question #1 in section II, part D has a "Yes or No" answer, an explanation must be provided describing why insourcing was or was not considered. This certification function cannot be delegated.
- The requirement has been validated.
- Sufficiently trained and experienced officials are available to manage and oversee the contract (COR/COTR).

J. Approval (All contracts)

The approving official must select either "Yes" or "No" in the approval box. Signature blocks must contain the typed name, rank, and position title.

*Note: Due to approval thresholds defined in TRADOC Regulation 5-14, it is possible the approver may not be the same person as the certifier.

Section II - Contracting/Insourcing Worksheets

Part A. Worksheet A - Inherently Governmental

Answer "Yes" or "No" to each question asked in the worksheet. Answers should be based on the work statement or the way the contract is performed. Any "Yes" response to a function below must be performed in-house and cannot be contracted, or identify corrective action(s) to be taken to eliminate or mitigate the risk on any requirement where the worksheets indicate inherently governmental functions.

Part B. Worksheet B - Closely Associated with Inherently Governmental

Answer "Yes" or "No" to each question asked in the worksheet. Answers should be based on the work statement or the way the contract is performed. (The list is not comprehensive, as it excludes examples from the FAIR Act and DODI 1100.22). Provide explanations for "Yes" answers in section II, part E. Identify corrective action(s) to be taken to eliminate or mitigate the risk of performing services that are closely associated with inherently governmental functions.

Part C. Worksheet C - Personal Services

Answer "Yes" or "No" to each question asked in the worksheet. If the function has a "Yes" answer, then

1) Provide an explanation in section II, part E describing:

a) How discretionary authority, decisionmaking responsibility, or accountability of Government officials using contractor services or work products with respect to this contract/task order/delivery order will be maintained, and

b) why the function cannot be insourced at this time; or

2) Insource using the insourcing concept plan. Provide explanations for "Yes" answers in section II, part E. Identify corrective action(s) to be taken to eliminate or mitigate the risk of performing personal services.

Part D. Worksheet D - Insourcing and Contractor

Manpower Reporting Application

Answer "Yes" or "No" to each question asked in the worksheet. Whether the function in D1 has a "Yes" or "No" answer, provide an explanation describing why insourcing was or was not considered. If the function in D2 has a "No" answer, then provide an explanation why the contract is not documented in CMRA. Provide explanation for "Yes" answers in section II, part E.

Part E. Worksheet E - Explanation of Answers

Provide the explanations for section II, parts A through D. Identify corrective action(s) to be taken to eliminate or mitigate the risk of contractors performing inherently governmental, or closely associated with inherently governmental functions, or personal services.